

**Mifflin Juniata Human Services Department**  
**Request for Proposal Instructions**  
**Human Services Development Fund (HSDF)**  
**Fiscal Year 10/11**

## **SECTION ONE- Introduction and Instructions**

### **1.1 Purpose of Request for Proposal (RFP)**

The County of Mifflin and the County of Juniata (hereinafter “County”), Pennsylvania is soliciting competitive proposals from professional organizations that are interested in and capable of providing eligible services that fall under the scope of the Human Services Development Fund, as set forth by the Office of Social Programs, Pennsylvania Department of Public Welfare, and administered by the Human Services Department on behalf of the County of Mifflin or the County of Juniata.

Eligible services under the HSDF fall into one of seven categories. These categories include: Adult Services (for low income adults), Aging, Children and Youth, Drug and Alcohol, Homeless Assistance, Community Based Mental Health and Community Based Mental Retardation. The specific eligible services under each category are listed, in full, in section 4.3 of this RFP. Additional eligible services falling under the Human Services Development Fund include Generic Services, Service Coordination and Specialized Services. Generic Services are services designed to meet the needs of two or more client populations from the categorical areas described above. Service Coordination consists of planning and management activities designed to improve the effectiveness of county human services. Specialized Services are defined as new services or a combination of services designed to meet the unique needs of a client population that are unmet by the current categorical programs. Specialized Services must be approved by the County of Mifflin or the County of Juniata and the Department of Public Welfare’s Office of Social Programs.

### **1.2 Submission of Proposal**

**Proposals shall be submitted in one (1) original and (10) copies** to: Mifflin Juniata Human Services, 20 N. Wayne St. Lewistown, PA 17044. *Original shall be marked “original”.*

Proposals must be enclosed in a sealed envelope with the words “Proposal - Human Services-HSDF” and the County name clearly printed on the outside.

Proposals received via facsimile will not be considered.

### **1.3 Due/Opening Dates**

The cutoff time for receipt of Proposals is 4 P.M., local prevailing time, **Monday March 22, 2010. Proposals received after the deadline noted herein will not be considered.**

### **1.4 Preparation of Proposals**

In order for a proposal to be considered, proposals must be typewritten and applicants must follow all instructions contained in this RFP in the preparation of their proposal. The County is not responsible and shall not be liable for any costs associated with the preparation, submittal, or presentation of any proposal.

### **1.5 Amendments to Proposals**

Amendments to or withdrawals of proposals will only be allowed, if acceptable requests are received prior to the deadline set for receipt of proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the County’s request.

## **1.6 Required Review**

Defects: Applicants shall carefully review this RFP for defects and questionable or objectionable matter. Comments concerning such matter must be made in writing and directed to Allison Fisher, Mifflin Juniata Human Services, 20 N. Wayne St. Lewistown, PA 17044; via email at [afisher@co.mifflin.pa.us](mailto:afisher@co.mifflin.pa.us) ; at least 15 business days prior to the due date of the proposal. This will allow for the issuance of any necessary amendments.

General: All questions must be directed to Allison Fisher, Human Services Director. These questions may be made via telephone to 717-242-5452. *If an amendment is issued, it will be provided to all parties who were provided a copy of the Request for Proposal, by the County's Human Service Department.*

## **1.7 Disclosure of Proposal Contents**

All proposals and other material submitted become the property of the County and may be returned only at the County's option. Information contained in the proposals will not be disclosed during the evaluation process. Under Pennsylvania's "Right to Know" laws (65 P.L. 390 § 66.1, 66.3, 21 June 1957) public records are required to be open to reasonable inspection.

All proposal information will be held in confidence during the evaluation process and prior to the time a Notice of Award is issued. Thereafter, proposals will become public information.

## **1.8 Subcontractors**

Subcontractors will not be allowed unless previously discussed with the County of Mifflin prior to submission of proposal.

## **1.9 Conflict of Interest**

Each proposal shall include a statement indicating whether the organization or any individuals working on the proposed scope of service has a possible conflict of interest (e.g., themselves, spouse or child employed by the County of Mifflin or the County of Juniata) and, if so, the nature of that conflict. The County reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the project to be performed by the applicant. The County's determination regarding any question of conflict of interest shall be final. The County may exclude a prospective applicant from submitting a proposal, or may reject a prospective applicant's proposal, after making a written determination that the prospective applicant assisted in drafting the Request for Proposal, or gained substantial information regarding the Request for Proposal that was not available to the public.

## **SECTION 2- Standard Proposal Information**

### **2.1 Discussions with Applicants**

The County may elect to conduct discussions with responsible Applicants who submit proposals determined to be reasonably susceptible of being selected for award. The purpose of these discussions will be to clarify and assure Proposer's full understanding of, and responsiveness to, the solicitation requirements. Applicants reasonably susceptible of being selected for award shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and revision may be permitted after submissions and before award of the contract for the purpose of obtaining best and final offers. In conducting these discussions, the County may not disclose information derived from proposals submitted by competing Applicants.

## **2.2 Right to Negotiate**

After the County's completion of the evaluation process, including any discussions held with participating Applicants during the evaluation process, the County may elect to initiate contract negotiations. The option of whether or not to initiate contract negotiations rests solely with the County.

## **2.3 Failure to Negotiate**

If selected Proposer/s fail to provide the information required to begin negotiations in a timely manner; or if the Proposer/s fail/s to negotiate in good faith; or if the Proposer/s indicate/s they cannot perform the contract with the budgeted funds available; or if the Proposer/s and the County after a good faith effort, simply can not come to terms, the County may terminate negotiations with the Proposer/s.

## **2.4 Rejection of Proposals**

The County reserves the right to reject any and all proposals, to waive any informalities, and to accept or reject any part of a proposal if, in its judgment, the best interests of the County are thereby served.

## **2.5 Award of Contract**

The County shall award a contract to the responsible and responsive Applicants whose proposals are determined to provide the best overall value to the County as to the most favorable in terms of apparent ability to perform effectively and efficiently the human services being procured through this RFP.

## **SECTION 3 - Standard Contract Information**

### **3.1 Standard Contract Provisions**

The County's standard contractual terms and conditions are set forth in Appendix A, General Conditions of Purchase which are available for review upon request. Reasons for objection to any part of the General Conditions of Purchase must be detailed in the proposal and proposed alternate language provided. Time is of the essence in the award of a contract. Hindrance of the award process due to the extent of a Proposer's proposed modifications may have a negative impact on the County's assessment of that Proposal.

### **3.2 Proposal as Part of the Contract**

Part or all of this Request for Proposal and the successful proposal may, at the discretion of the County, be incorporated into the contract.

### **3.3 Additional Terms and Conditions**

The County reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the Request for Proposal and will not affect the proposal evaluations.

## **Section 4- Specifications**

### **4.1 Background**

The Human Services Development Fund (HSDF) was implemented by the Commonwealth of Pennsylvania beginning in Fiscal Year 1984-1985 in a response to requests by counties for funding that allows more discretion and flexibility to accommodate local needs and priorities within the categorical programs for which counties are responsible. These Categorical Programs include:

- Adult Services (Low Income Adults)
- Aging
- Children and Youth
- Drug and Alcohol
- Homeless Assistance
- Community Based Mental Health and Mental Retardation

Through the HSDF, counties are provided an annual, formula based appropriation. Counties are in turn responsible to plan the utilization of these resources within the Commonwealth's Guidelines according to their own community's needs. The HSDF was established under statute through the passage of the Act 1994-78, the Human Services Development Act. Section 5(8) of the Act requires the Department of Public Welfare to report annually to the General Assembly on the expenditures of the fund monies, how they were used, and the categories and numbers of clients served. Mifflin Juniata Human Services Department carries out the planning, allocation, monitoring and reporting on the resources it receives through the Human Services Development Fund on behalf of the Board of Commissioners.

### **4.2 Project Goals and Objectives**

The objectives for the use of Human Services Development Fund are the following:

- Target identified service gaps within existing county categorical programs
- Allocate resources outside of County Government based on community need
- Allocate resources internal and external to government so that maximum service impact for client populations can be achieved
- Coordinate with other community funding resources to avoid duplication of service
- Prioritize the use of services which promote client attainment of self sufficiency
- Prioritize the use of services which prevent long term problems through early intervention
- Quantify service impact
- Utilize data for continuous quality improvement of service and in planning decisions for future allocation of Human Service Development Funds

### **4.3 Scope of Service**

The total amount of available HSDF funding through the County of Mifflin or the County of Juniata that is available for competitive bid is determined by state allocations and can be determined by contacting the county Human Service Department after June. The only services that are eligible for funding under HDSF, as established by the Department of Public Welfare, Office of Social Programs are the following:

**Categorical Services including these specified populations-** low-income adults, homeless persons, aging and aged persons, drug-addicted and alcohol-addicted persons, persons with mental health problems, persons with mental retardation and/or dependent and delinquent

children

**Service Coordination-** consists of planning and management activities designed to improve the effectiveness of county human services

**Generic Services-** defined as meeting the needs of two or more client populations (those indicated above under categorical services)

**Specialized Services-** new services or a combination of services designed to meet the unique needs of a client population that are unmet by the current categorical programs

Under **Categorical Services** there are certain allowable service/cost centers established by the Commonwealth, which are subject to change and updated on an annual basis. If you are proposing a service under a categorical program it must fall into a specified cost center. The current allowable and non-allowable cost centers under each categorical service are the following:

**Adult Services**

- Adult Day Care
- Adult Placement
- Chore
- Counseling
- Employment
- Home Delivered Meals
- Homemaker
- Housing
- Life Skills Education
- Protective
- Service Planning/Case Management
- Transportation

**Aging Services**

- Adult Day Care
- Assessments
- Attendant Care
- Care Management
- Congregate Meals
- Counseling
- Employment
- Home Delivered Meals
- Home Support
- Information and Referral
- Overnight Shelter/Supervision
- Personal Assistance Services
- Personal Care
- Protective-Intake/Investigative
- Soc./Rec./Educ./Health Promotion
- Transportation (Passenger)
- Volunteer Services

**Non Allowable Cost Centers**

Administration  
Consumer Reimbursement  
Domiciliary Care  
Environmental Modifications  
Guardianship  
Home Health  
Legal Assistance  
Medical Equipment  
Supplies and Adaptive Devices  
Provider Certification  
Ombudsman  
Outreach

**Children and Youth Services**

Adoption Services  
Counseling/Intervention  
Day Care  
Day Treatment  
Emergency Placement  
Foster Family Care  
Homemaker  
Information and Referral  
Life Skills Education  
Protective  
Service Planning

**Non-Allowable Cost Centers**

Administration  
Adoption Assistance  
Alternative Treatment  
Community Residential  
Juvenile Detention  
Residential  
Secure Residential

**Drug and Alcohol Services**

Assistance Programs  
Care Management  
Case Management  
Inpatient Hospital  
Inpatient Non-Hospital  
Other Interventions  
Outpatient  
Outpatient (Intensive)  
Partial Hospitalization  
Transitional Living

**Non-Allowable Cost Centers**

Administration

Alcohol Highway Safety

Correctional

Evaluation

Occupational

Research

Support Services

Training

**Homeless Assistance Services-** Any allocation of resources for Homeless Assistance under the HSDF occur in conjunction with resources allocated by the County through the Homeless Assistance Program and the Community Development Office.

Case Management

Emergency Shelter

**Non-Allowable Cost Centers**

Bridge Housing

Rental Assistance

PENNFREE Bridge Housing

Innovative Supportive Housing Services

**Mental Health Services**

Adult Developmental Training

Community Employment Services

Community Residential Services

Community Services

Community Treatment Teams

Facility Based Vocational Rehabilitation

Family Support Services

Intensive Case Management

MH Crisis Intervention Services

Outpatient

Psychiatric Rehabilitation

Resource Coordination

Social Rehabilitation Services

**Non-Allowable Cost Center**

Administrator's Office

Administrative Management

Emergency Services

Partial Hospitalization

Psychiatric Inpatient Hospitalization

**Mental Retardation Services**

Adult Developmental Training

Case Management

Community Employment Services

Community Residential Services-CLA

Community Services  
Early Intervention  
Facility Based Vocational Rehabilitation

**Non-Allowable Cost Center**

Administrator's Office  
Community Residential Services  
Family Support Services

**Service Coordination** is defined as planning and management activities designed to improve the effectiveness of county human services.

Under "**Generic Services**" which is defined as services to meet the needs of two or more client populations as defined by the previously listed categorical programs, eligible services include:

Adult Day Care  
Adult Placement  
Chore/Home Support  
Counseling  
Employment  
Homemaker  
Information and Referral  
Life Skills Education  
Service Planning/Case Management  
Transportation

**Specialized Service** is defined as a new service or a combination of services designed to meet the unique needs of a client population that are unmet by a current categorical program. Any proposed specialized service must be approved by the County and the Department of Public Welfare's Office of Social Services.

**4.4 Client Eligibility**

If the County chooses to use HSDF dollars for any of the allowable services identified above for categorical programs, the following rules apply:

The client served must meet the eligibility requirements established by the Categorical Program under which the service is provided; and

The HSDF funded service activities provided must conform to the service definition established by the categorical program for that service. For services to low-income adults, client eligibility must be determined, documented and retained by each contracted provider agency. The specific eligibility requirements can be found in 55 Pa Code, Chapter 2050- Eligibility for Adult Services Funded through the Adult Services Block Grant.

**4.5 Prohibitions**

The use of HSDF funds under the categorical programs described above are subject to the same prohibitions applied to the specific categorical program. The Human Service Development Fund also prohibits the use of funds for the following:

The purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility

The provision of payments to any clients for costs of subsistence or for the provision of room and board

The provision of payment to clients as a service

The provision of medical care unless it is an integral but subordinate part of an allowable social service

Social services provided in and by employees of any hospital, nursing facility or correctional facility to any individual living in such facilities

The provision of any educational/instructional service which the state/ and or local school districts make generally available to residents without cost and without regard to their incomes unless provided as a normal part of one of the categorical programs listed above

Any program or service, which, under state or federal law or regulation requires license(s) or certification(s) and is operating without such license(s) or certification(s) being valid, current and in effect

Programs and services listed below are also prohibited for HSDF funding:

Statewide Human Service Programs which the Department of Public Welfare operates directly by contract (Blindness and Visual Services, Child Day Care, Community Services Programs for Persons with Physical Disabilities, Domestic Violence, Family Planning, Alternatives to Abortion, Legal Services, Rape Crisis, Refuge Services and Attendant Care

Statewide programs operated by other Pennsylvania Departments (Community Services Block Grant; Womens, Infants and Children's Programs)

Directly funded federal programs (Head Start, etc.)

Staff travel expenditures included in the cost plan cannot exceed either the actual cost for public transportation or the State mileage reimbursement rate set by DPW for HSDF related travel in personal vehicles.

#### **4.6 Encumbrances**

Funds may not be encumbered out of a current year grant for costs anticipated to be incurred in a succeeding year or which have been paid in a prior year.

#### **4.7 Cost Sharing**

The sharing of service costs between clients and county HSDF funded agencies is allowable through the collection of either donations or fees. Fees are considered to be established payments, which are required from all clients who receive service. These payments are derived from an established fee schedule, which is applied uniformly.

When donations and fees are received from HSDF funded clients receiving allowable services within the Aging, Children and Youth, Drug and Alcohol, Homeless Assistance, Mental Health and Mental Retardation Program, the prevailing laws, regulations or policies of those categorical program shall apply to the collection and use of fees. Donations or fees received from HSDF funded clients receiving services to Low Income Adults or Generic Services must meet the requirements established in 55 Pa Code, Chapter 2050, Section 22, Financial Eligibility.

#### **4.8 Required Reporting**

All awardees are required to submit, at a minimum, quarterly information on units of service provided, number of clients served and cost of service for the period. This information is due by the 5<sup>th</sup> day following the end of the previous quarter. This required information is subject to amendment in accordance with any changes implemented by the Pennsylvania Department of Welfare's Office of Social Programs. In addition, all Applicants are asked to identify service outcomes and indicators that will be used for measurement of service impact throughout the fiscal year. Awardees must submit outcomes information, at a minimum, on a biannual basis. The collection dates for this information will be 30 days following the completions of the second and fourth quarters.

## **SECTION 5- Proposal Format and Content**

### **5.1 Proposal Format and Content**

The County discourages overly lengthy and costly proposals; however, in order for the County to evaluate proposals fairly and competently, Applicants should follow the format set out herein and provide all the information requested.

Proposals by individuals must be signed personally, with name typed below signature. A complete address and trade name must be provided. Proposals by partnerships must include the typed names and business address of all partners and the trade name of the company. The proposal must be signed by at least one general partner. Proposals by corporations must include the typed name of the corporation, the State of incorporation, and the principal officer of the corporation. The proposal must be signed by the President or Vice-President (or by an officer or agent duly authorized to bind the corporation to a contract, proof of whose corporate authority shall be attached), attested by the Secretary, Assistant Secretary, or Treasurer of the corporation.

### **5.2 See attached RFP**

### **5.3 Standard Required Documents**

A list of the **Current Board of Directors or other governing body** of the organization must be submitted. The list must include the name, telephone number, address, occupation, or affiliation of each member and must identify the principal officers of the governing body. **A Financial Statement and the most recent independent audit** must also be submitted.

### **5.4 Insurance**

Applicants must provide with their proposals a sample certificate of insurance evidencing.

### **5.5 Tax ID**

A valid Tax ID must be submitted upon award.

## **SECTION 6- Evaluation Criteria and Process**

All proposals will be reviewed to determine if they are responsive. A review committee consisting of the HSDF Advisory Council will evaluate all responsive proposals based on the following criteria.

- A. Need for Proposed Service in County
- B. Technical Criteria

This includes:

Project Description

Goals and Objectives

- Ability of the Program/Service to Assist Clients in Achieving Self Sufficiency
- Service Collaboration
- Program/Service Focus on Prevention of Long Term Problems Through Early Intervention
- Accessibility and Outreach to the Underserved

Evaluation

C. Proposed Cost of Service

D. Contractual Criteria

Each responsive Proposal will be evaluated taking into account basic business competency. Those items included under the Technical Criteria will be scored by reviewers and applied to varied weighting factors assigned to each criteria. The review team will also numerically prioritize (highest to lowest) all of the proposals according to recognized need for this service in the County. The proposed cost of service will be compared to the fair market cost for other similar types of human services to determine if the requested funding amount is reasonable. Proposed costs will also take into consideration the total available funding through HSDF and the number of services selected for funding. No proposals will be disqualified based on cost alone. The proposed cost for service may require negotiation should the service be selected for funding.